



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF ACCOUNTS OFFICE OF PAYROLL
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Dave Goetz
COMMISSIONER

TO: All Departmental Budget, Fiscal and Personnel
And Payroll Officers
FROM: Susan Walker, Director of F & A Payroll
DATE: June 5, 2006
SUBJECT: Third Quarter 2006 Payroll Schedule Revision

The semi-monthly payroll schedule for July 1-15, 2006 through September 16-30, 2006 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	PayDay	Lost Ck Run
7/1-15	10	7/20/06	7/21	7/24	7/25	7/26	7/27	7/28	7/31	**8/3/06
7/16-31	11	8/04/06	8/7	8/8	8/9	8/10	8/11	8/14	8/15	8/21/06
8/1-15	11	8/22/06	8/23	8/24	8/25	8/28	8/29	8/30	8/31	9/7/06
8/16-31	12	9/06/06	9/7	9/8	9/11	9/12	9/13	9/14	9/15	9/21/06
9/1-15	11	9/20/06	9/21	9/22	9/25	9/26	9/27	9/28	9/29	10/5/06
9/16-30	10	10/04/06	10/5	10/6	10/9	10/10	*10/10	10/12	10/13	10/19/06

The monthly payroll schedule for July through September 2006 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 st	2 nd	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	PayDay	Lost Ck Run
7/1-31	21	7/20/06	7/21	7/24	7/25	7/26	7/27	7/28	7/31	**8/3/06
8/1-31	23	8/22/06	8/23	8/24	8/25	8/28	8/29	8/30	8/31	9/7/06
9/1-30	21	9/20/06	9/21	9/22	9/25	9/26	9/27	9/28	9/29	10/5/06
*** SPECIAL BONUS RUN ***							10/11	10/12	10/13	10/19/06

***Special Run deadline has been moved to October 10.**

***The Bonus Run will process on the night of October 11.**

****Special Note** – The Lost Check Run for the July 1-15 pay period will run the third working day after payday instead of the normal fourth working day.

*****Notify F & A Payroll of all checks to be pulled before 4:30 p.m. on the day of calculate.** Any checks to be canceled or canceled and reissued after the day of calculate will require a stop payment by F & A Payroll and the agency will notify the employee of the stop payment and to return the check.

Download current schedule at <http://www.state.tn.us/finance/act/schedules>